



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
SPORT, ARTS & CULTURE
HEAD OFFICE**

Confidential

Ref : S4/1/1
Enq : Mr Musia N
Date : 1 March 2022

To: ALL HEADS OF DEPARTMENT AND STAFF
LIMPOPO PROVINCIAL ADMINISTRATION

**ADVERTISEMENT OF POSTS FOR LIMPOPO DEPARTMENT OF SPORT, ARTS AND CULTURE
(DSAC) CIRCULAR NO 10 OF 2022**

The Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Women and People with Disabilities are encouraged to apply. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty.

Applications must be submitted on new Form Z83 obtainable from any Public Service department (NB: prospective applicants must please use the new z83 which is effective as at 01 January 2021) and must be accompanied by a comprehensive CV and copies of ID and qualifications. Divers' License and registration certification must be attached if required. Required documents need not be certified when applying for the post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resource Management.

Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons are excluded.

21 BICCARD ST, POLOKWANE, 0699. Private Bag X9549, POLOKWANE, 0700
Tel: (015) 284-4000 • Fax: (015) 284-4508
Website: www.limpopo.gov.za

The heartland of South Africa – Development is about people!

Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000.

All shortlisted candidates for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools.

To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme.

The closing date for submission of applications is the **25 March 2022 @15h30**. Short-listed candidates will be subjected to a security clearance and pre-employment verifications. The Department reserves the right to appoint. The contents of this Circular will also be posted on the following **websites: www.sac.limpopo.gov.za/www.limpopo.gov.za, and www.dpsa.gov.za**

Applications should be submitted to:

The Head of Department,
Department of Sport, Arts and Culture
Private Bag X 9549
POLOKWANE,
0700

Hand delivered at 21 Rabe Street, POLOKWANE. Enquiries: Mr Musia 015 284 4143, Ms Ramavhanda N.D 015 284 4038.



HEAD OF DEPARTMENT

Ms. RAMOKGOPA M.D



DATE

Ref No : DSAC 2022/01
Post : Director: Infrastructure
Level : 13
Salary Notch : R1 073 187 (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
Centre : Head Office

Minimum requirements: An undergraduate qualification NQF level 07 as recognised by SAQA in Built environment/Civil Engineering/ Quantity Surveyor or similar. A minimum 05 years of experience at a Middle/Senior Managerial level in the Built environment/Civil Engineering/ Quantity Surveyor or similar. A valid driver's licence (with the exception of persons with disabilities).

Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

Knowledge and skills: Extensive knowledge and understanding of public service policies and procedures. Working knowledge of the functioning of National/Provincial as well as Local Government
Knowledge of Built environment, Government Infrastructure Planning and Delivery, Infrastructure Delivery Legislative Framework, Construction contracts, Infrastructure Delivery Management System (IDMS). Knowledge of Financial Management. Knowledge of Project Management. Basic knowledge of Microsoft Office Applications. Interpersonal skills, Written and verbal communication skills, sense of urgency, Attention to details, Conflict management, Analytical skills

Key performance areas:

Development, review and updating of the Infrastructure Delivery Management Framework(s), performance and risk management systems and implementation strategies. facilitate and support capacity building for improved infrastructure performance. development, updating and implementation of infrastructure policies, systems, standard operating procedures, Codes of Practice and Best Practice Notes/Circulars. Monitoring and reporting of Infrastructure Financial Management. Provide guidance with regard to integrated spatial infrastructure planning in the Department. Monitoring of infrastructure programmes and projects. Guide the monitoring of processes, plans and budgets for conditions and functional assessments (including any specific requirements stated in the OHS Act). Facilitate implementation of maintenance strategies, service delivery models, plans, and budgets. Manage the development and review of the infrastructure delivery plan and maintenance strategy. Manage the development and review of the infrastructure and immovable asset management plan to enable achieving of the strategy. Manage relationships with implementing agents and stakeholders to support infrastructure development and delivery. Formulate and manage the directorate's budget in line with strategic objectives. Manage Projects. Ensure the achievement of operational targets. Manage others and ensure that all contribute towards achievement of dept goals. Develop Guidelines/ Practices/ Frameworks/ M&E.

Ref No : DSAC 2022/02
Post : Deputy Director: Infrastructure Planning
Level : 12
Salary Notch : R882 042 (12 months contract)
Centre: Head Office

Minimum requirements:

An undergraduate qualification NQF level 06 as recognised by SAQA in Built environment/Civil Engineering/Quantity Surveyor or similar. Five (05) years' experience in infrastructure planning /built/project Management course as Assistant Director. A project management will be an added advantage. A valid driver's licence (with the exception of persons with disabilities).

Knowledge and skills: Knowledge of Built environment, Government Infrastructure Delivery, Infrastructure Delivery Legislative Framework, Infrastructure Delivery Management System (IDMS), PFMA and Construction contracts. Skills: Advanced spreadsheet skills, Interpersonal skills, Planning and organising, Written and verbal communication. Attention to detail, Drive to deliver, Accountable and responsible and Self-managed.

Key performance areas: Coordinate Department infrastructure planning. Develop and update the Infrastructure Programme Management Plan of the Department. Develop and review the Department Integrated Infrastructure Plan. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plans as prepared by Implementing Agents. Conceptualise and design infrastructure projects. Develop the infrastructure plan (UAMP) aligned to infrastructure investments and developments. Conduct pre-feasibilities assessments to determine the priority of projects and to develop the project conceptual frameworks. Develop the Infrastructure Programme Management Plan (IPMP). Develop a draft infrastructure budget informed by the feasibility study. Draft the relevant terms of reference and bill of quantities. Provide technical input into the procurement review process. Develop the departmental Construction Procurement Strategy and infrastructure procurement plan. Monitor and evaluate and report on infrastructure projects. Contribute to the annual need's analysis in terms of infrastructure, the annual infrastructure evaluation of projects and programmes and post occupations evaluations. Represent the Department and the Infrastructure Unit in meetings and in stakeholders' engagements. Prepare and maintain relevant documentation and files. Facilitate contract management and manage and utilise human resource. Manage discipline and disputes.

Ref No : DSAC 2022/03
Post : Assistant Director Monitoring and Evaluation
Level : 09
Salary Notch : R382 245 plus 37% lieu benefit (12 months contract)
Centre : Head Office

Minimum requirements: An undergraduate qualification NQF level 06 NQF as recognized by SAQA in Monitoring and Evaluation. At least 03 to 05 years' experience in monitoring and evaluation. Understanding of the Library and information programmes will be an added advantage. A valid driver's licence (with the exception of persons with disabilities).

Knowledge and skills: A strong grasp of transversal compliance issues (e.g. PFMA, PSA, Treasury Regulations, PSR, FMPPI, Auditor General Act) and policy environment (FMPPI, National Evaluation Policy Frameworks, GWMES). A good understanding of the context of departmental planning, including the PGDS, Programme of Action, etc. Familiarity with the whole-of-government planning, budgeting, M&E and reporting cycles and the roles of oversight bodies (e.g. Legislature and Chapter 9 institutions). A good knowledge of the theory of monitoring. A solid grounding in evaluation and research. Data analysis and reporting skills (being able to produce good quality reports timeously). Information and knowledge management. Coordination, interpersonal and facilitation skills.

Key performance areas: Develop and implement a monitoring and evaluation framework and plan and procedures for the Library Conditional Grant programmes. Monitor the Library Grant Performance through collection, analysis of data. Report against pre-determined objectives in the Department Annual Performance Plan per DPME guidelines. Manage and coordinate all conditional grant monitoring and evaluation processes. Provide the M&E unit in the National Department with monthly, quarterly, annual reports per the requirements of the Division of Revenue Act. Provide regular and adhoc reports on the grant as and when required. Establish and maintain a Library Grant performance information management system. Coordinate the development and implementation of grant annual and three-year evaluation plan. Maintain a grant evaluation repository. Provide input to the strategic and business planning processes. Ensuring use of M&E findings by disseminating content to various stakeholders via websites, newsletters, and other communication platforms.

Ref No : DSAC 2022/04
Post : Assistant Director Information Communication Technology (ICT) (x3)
Level : 09
Salary Notch : R382 245 plus 37% lieu benefit (12 months contract)
Centre : Head office x1, Waterberg x1 and Mopani x1

Minimum requirements: An undergraduate qualification NQF level 6 NQF level 6 as recognised by in an IT field from a recognised institution of higher education. N+, A+ and international examination passed MCTS will be an added advantage. At least 3 to 5 years' experience in LAN and desktop support including Microsoft O/S server, Active directory services, security services, and System Administration or Development. Valid driver's licence (with the exception of persons with disabilities).

Knowledge and skills: Knowledge of the prescripts. Working knowledge of office automation tools, Good understanding of the Departmental functions. Understanding of the physical integration of the PC component, Conscientious and methodical worker, People Management, Strategic Planning, ICT Management, Service Standards, Project Management. Diagnostic Action Research, Well organized and responsive to user needs Software Implementation and configuration, Open Source Software Network Management, Planning and organization skills, Problem Solving, Report writing skills, Analytical skills; Facilitation skills, ICT Technical Skills, Change Management and Interpersonal relations.

Key performance areas:

LAN infrastructure support, implementation, and maintenance. ICT equipment purchase and support (Inclusive of computers, laptops, scanners, printers, etc.). Internet Connection implementation, support, and

maintenance. Applications and ICT equipment support, implementation, and maintenance (Inclusive of SLIMS/ Library Management System, Email, Intranet, Operating Systems, Office Applications etc.). Training of users on ICT applications. Implement and maintain the remote software deployment strategy, systems development, and maintenance. Provide support to the enterprise's local IT hardware and software, which connect to the local area network to support Individual and collective use to the end users to ensure availability of applications to the end users. Install and configure operating system to desktops, servers and printers. To develop standard configuration for network equipment, desktop and servers and document them and delete unused accounts.

Ref No : DSAC 2022/05
Post : Assistant Director: Human Resource Provisioning
Level : 09
Salary Notch : R382 245 plus 37% lieu benefit (12 months contract)

Minimum requirements: An undergraduate qualification NQF level 6 as recognised by SAQA in Human Resource Management/Public Management or equivalent qualification in relation to Human Resource Management from a recognised institution of higher education. Supervisory experience should at least be 03 to 05 years' experience in Human Resource field. Proof of PERSAL training Certificate / results.

Knowledge and skills:

Knowledge: PERSAL system, Human Resources Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act and Public Service regulation, Recruitment and Selection policies and procedures, The code of Remuneration, Batho Pele Principles. Skills: Management, Excellent communication skills (both Verbal and Written Communication, Interpersonal, Computer literacy, Presentation, Negotiations, Report writing, Planning and organising skills. Personal attributes: Personal Attributes: Ability to handle confidential information; Analytical thinking; Innovative; Creative; Resourceful; People orientated; Assertive; Hardworking; Trustworthy; Self-motivated; Ability to work independently.

Key performance areas:

Co-ordinate recruitment selection process of Library Conditional Grant posts. Coordinate implementation and the provision of services benefits to Community Library Services grant employees of the department. PERSAL administration. Manage the service benefits for all libraries conditional grant employees. Ensure proper Human Planning. Manage termination of service for Library Conditional grant posts. Manage the PMDS of all the Library Conditional Grant employees. Manage the statistics of Library Conditional Grant employees on a monthly basis. Implement policy framework and Standard Operating Procedure for Human Resources Operations for the department. Monitor the leave register for all Library Conditional grant employees. Ensure the filing of the records for grant employees. Management of Human and physical resources in the sub-division.

Ref No : DSAC 2022/06
Post : Assistant Director: Branding and Advocacy
Level : 09
Salary Notch : R382 245 plus 37% lieu benefit (12 months contract)

Minimum requirements: An undergraduate qualification NQF level 6 as recognised by SAQA in Marketing, Communication, Business or related field. The well-rounded marketing experience should be at least 03 to 05 years' experience. A post graduate qualification in Marketing, Communication, Business, or related field is an added advantage. Valid driver's licence (with the exception of persons with disabilities).

Knowledge and skills: Strong advocacy and marketing skills; library and information services knowledge and background. Must be self-motivated, much organised, positive and enthusiastic, highly professional with excellent verbal and written communication skills, presentation skills coupled with public relations skills, research and analysis skills, project management skills, and cost benefit analysis skills. Have working knowledge and understanding of social media platforms and Computer literate MS Office suite. Valid driver's licence.

Key performance areas:

Ensure optimum visibility of all library and information services projects through the use of all available media. Developing and implementing marketing plan. Ensure development of the library projects. To develop and implement advocacy plan in consultation with the relevant stakeholders. Develop a budget for marketing plan. Preparing, planning and project managing the publication of all publicity material to maximise library project campaign. Creating marketing campaigns and working with district librarians to see them executed. Creating and developing cost effective and efficient ways to communicate the library marketing projects to the public. Evaluating the effectiveness of all marketing activity. Developing and implementing an internal and external marketing programme. Deliver library campaigns as agreed within timescales.

Ref No : DSAC 2022/07
Post : Human Resource Practitioner
Level : 07
Salary Notch : R261 372 plus 37% lieu benefit (12 months contract)

Centre: Head Office

Minimum requirements: An undergraduate qualification NQF level 06 as recognized by SAQA in Human Resources Management or Public Management from a recognised institution of higher education. Experience in the Human Resource Management or Public Management will be an added advantage.

Knowledge and skills: Knowledge of Human Resource Management Practical knowledge and experience in MS-suite. Knowledge of Public Service Act and other related transformation policies. Supervisory skills. PERSAL system will be an added advantage.

Key performance areas: Assist in the recruitment and selection of alt Library Conditional grant posts. Conditions of service for all library conditional grant employees- leave of absence, the temporary incapacity

leave and termination of service. Manage the PMDS of all the Library Conditional Grant employees. Manage the statistics of Library Conditional Grant employees monthly, quarterly, and as required.

Ref No : DSAC 2022/08
Post : Admin Officer: Acquisition
level : 07
Salary Notch : R261 372 plus 37% lieu benefit (12 months contract)

Centre: Head Office

Minimum requirements: An undergraduate qualification level 06 as recognized by SAQA in Logistic, Public Administration / Management. Experience in Supply Chain Management, specifically in Acquisition will be an added advantage.

Knowledge and skills: Communication skills (verbal and written), Computer literacy, Project planning and report writing. Problem solving skills. Good interpersonal relationship. Ability to work under pressure.

Key performance areas: Invite price quotations through approved Departmental Suppliers database. Compile bid documents for price quotations and bid administration. Capture approved requisitions / submissions into LOGIS. Adequate record keeping and administering of Departmental Contracts. Serve as Secretariat to Bid Evaluation Committee. Receive and process service rendered Tax invoices for payment.

Ref No : DSAC 2022/09
Post : Administration Officer: Assets Management x2
Level : 07
Salary Notch : R261 372 plus 37% lieu benefit (12 months contract)
Centre : Head Office

Minimum requirements: An NQF level 6 qualification as recognised by SAQA in Financial management from a recognised institution of higher education. Experience in assets management will be an added advantage.

Knowledge and skills: Good interpersonal relations and communication skills. Knowledge of PFMA and Supply Chain Management Prescripts. Computer literacy in MS Office suite.

Key performance areas: Bar coding for departmental assets. Conduct stock taking. Compile monthly assets reports. Update of sub-inventory asset registers of the department. Control internal departmental asset movement. Conduct asset verification. Serve as a secretariat for assets disposal committee.

Ref No : DSAC 2022/10

Post : Administrative Officer x2
Level : 7
Salary Notch : R 261 372 plus 37% lieu benefit (12 months contract)
Centre : Head Office

Minimum requirements: An NQF level 6 qualification as recognised by SAQA in Office Administration. Experience in office administration environment will be an added advantage.

Knowledge and skills: Knowledge of Division of Revenue Act, PFMA, Treasury regulations, public service Regulations. knowledge of the LOGIS/BAS system. Knowledge of finance, administration, planning and organising, budgeting and project management. Interpersonal and computer literacy skills. communication (verbal and written) skills.

Key performance areas: Coordinate the procurement processes of the Library conditional grant in line with the grant framework. Manage and monitor library grant budget as well as expenditure. Process payment of Library grant programmes and confirm payment with service providers. Process creditors payment and ensure safe keeping of payment vouchers as per file plan. Compile bas payments advices and processing payment of account. Process submissions for shifting/virement of funds. Clear suspense accounts. Prepare payment reports and attend to queries. Prepare monthly, quarterly and annual reports on the grant's expenditure. Ensure that service providers are paid timeously. Ensure submission of vouchers to auditors.

Ref No : DSAC 2022/11
Post : Librarian x 100
Level : 7
Salary Notch : R 261 372. 00 plus 37% Lieu benefit (12 Months contract)
Centre : Head Office

Capricorn District (x17): Morebeng x1, Matlala x1, Alldays x1, Mankweng x1, Lebowakgomo x1, Seleteng Modular x1, Fedile x1, Molepo x1, Moletjie x1, Seshego x1, Polokwane x1, Nirvana x1, Eldorado x1, Ramokgopa x1, Capricorn District Library x3

Moapni District (x 34): Giyani public Library x1, Selwane x1, Gravelote x1, Makhuvha x1, Xihlovo x1, Leboneng x1, Rixile x1, Muyexe x1, Nkuri x1, Timamogolo x1, Kgapane x1, Soetfontein x1, Sekgopo x1, Mokwakwaila x1, Maphalle x1, Motupa x1, Senwamokgope x1, Metz x1, Shiluvane x1, Hoedspruit x1, Mulati x1, Haenesburg x1, Drakensig x1, Tzaneen x1, Phalaborwa x1, Runnymede x1, Seleteng x1, Mavalani x1, Giyani District Library x3, Tzaneen District Library x3.

Sekhukhune District (x10): Phatantswane x1, Fetakgomo x1, Ga Phaahla x1, Jane Furse x1, Mapodile x1, Ohrighstad x1, Phokwane x1, Sekhukhune District Library x3.

Vhembe District (x21): Musina x1, Musina Nancefield x1, Thulamela x1, Saselamani x1, Mukondeleni x1, Nzhelele x1, Mutale x1, Makhahlule x1, Ntsako Matsakali x1, Masisi x1, Litshovu x1, Murongwe/Khuvi x1, Tshitale x1, Manenzhe x1, Tshikonele x1, Vuwani x1, Ha Masia x1, Olifantshoek x1, Vhembe District Library x3

Waterberg District (x18): Vaalwater x1, Modimolle x1, Phagameng x1, Mookgopong (Town) x1, Mookgopong (Township) x1, Bela Bela (Township) x1, Roedtan x1, Northam x1, Thabazimbi x1, Rapotokwane x1, Bakgoma x1, Babirwa x1, Shongwane x1, Rooiberg/Regorogile x1, Bakenberg x1, Waterberg District Library x3

Minimum requirements: An undergraduate qualification NQF level 6 as recognized by SAQA. Qualification in Library & information Studies/Science from an accredited institution of higher learning. Experience in the library environment will be an added advantage.

Knowledge and skills: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organising and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.

Key performance areas: Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day to day library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Perform necessary library administrative tasks. Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports. Supervise library staff.

Ref No : DSAC 2022/12
Post : Human Resource Officer
Level : 5
Salary Notch : R 176 310 plus 37% lieu benefit (12 months contract)
Centre : Head Office

Minimum requirements: NQF level 4/ grade 12 certificate or equivalent qualification from a recognised institution of Basic Education.

Knowledge and skills: Knowledge of HR duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Competencies: Computer skills, planning and organisation skills, Good verbal and written communication skills, teamwork, interpersonal relations flexibility, and problem-solving skills.

Key performance areas: coordinate Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions). Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Relocation, Allowances, PILIR or etc.) coordinate Performance Management. Termination of service for library grant staff and processing of service benefits. Capture transactions on PERSAL. Prepare statistical reports on human resource administration issues. Liaise with customers and stakeholders on HR matters.

Ref No : DSAC 2022/13
Post : Library Assistant x 98
level : 4
Salary Notch : R147 459 plus 37% Lieu benefit (12 Months contract)
Centre : Capricorn District (x18): Mogwadi x2, Morebeng x1, Matlala x1, Alldays x1,

Mankweng x1, Lebowakgomo x1, Seleteng Modular x1, Fedile x1, Molepo x1, Moletjie x1, Seshego x1, Westenburg x1, Polokwane x1, Nirvana x1, Eldorado x1, Ramokgopa x1, Capricorn District Library x1

Mopani District (x29): Giyani public library x1, Selwane x1, Gravelote x1, Makhuvha x1, Xihlovo x1,

Leboneng x1, Rixile x1, Muyexe x1, Nkuri x1, Timamogolo x1, Modjadjiskloof x1, Kgapane x1, Soetfontein x1, Sekgopo x1, Mokwakwaila x1, Maphalle x1, Motupa x1, Senwamokgope x1, Metz x1, Shiluvane x1, Letsitele x1, Hoedspruit x1, Mulati x1, Haenesburg x1, Drakensig x1, Tzaneen x1, Phalaborwa x1, Runnymede x1, Mavalani x1.

Sekhukhune District (x9): Fetakgomo Public library x1, Marble Hall public library x1, Vlakfontein public library x1, Phokwane Public Library x1, Burgersfort Tubatse x1, Ga Phaahla x1, Groblersdal x1, Roosenekal x1, Sekhukhune District Library x1.

Vhembe District (x20): Musina x1, Musina Nancefield x1, Thulamela x1, Saselamani x1, Mukondeleni x1, Nzhelele x1, Mutale x1, Makhado x1, Makhahlule x1, Ntsako Matsakali x1, Masisi x1, Litshovu x1, Murongwe/Khuvi x1, Tshitale x1, Manenzhe x1, Tshikonele x1, Vuwani x1, Ha Masia x1, Olifantshoek x1, Vhembe District Library x1,

Waterberg District (22): Vaalwater x1: Modimolle x1: Phagameng x1: Lephalale x1: Witpoort x1: Marapong x1: Mogalakwena x1: Mookgopong (Town) x1: Mookgopong (Township) x1: Bela Bela (Township) x1: Bela Bela (Town) x1: Roedtan x1: Northam x1: Thabazimbi x1: Rapotokwane x1: Bakgomax1: Shongwane x1: Mahwelereng x1: Rooiberg/Regorogile x1: Bakenberg x1: Mahlabatheng x1: Waterberg District library x1.

Minimum requirements: NQF level 4/ grade 12 certificate or equivalent qualification from a recognized institution of Basic Education:

Knowledge and skills: Knowledge and understanding of administration procedures relating to the library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Computer literacy, Basic interpersonal relationship, and Problem-solving skills. A valid driver's license (except for persons with disabilities). Ability to work under pressure.

Key performance areas:

Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library materials. Provide support services for awareness and collection development. Assist with processing of library materials to be shelved ready. Assist the librarian in the day-to-day management and operation of the library. Sorting, shelving and shelving reading of library materials according

to their categorization. Assist with executing library programmes and events. Provide assistance to the librarian in keeping a proper record of all library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related information. Assist with counter, phone, and email enquiries from library users. Checking books in and out at the front desk. Register new customers and maintaining and updating customer profiles.

Ref No : DSAC 2022/14
Post : Sport and Recreation Grant Administrator x4
level : 2
Salary Notch : R104 073 Plus 37 % lieu benefit (Three- year contract)
Centre : Head Office

Minimum requirements: Grade 12 and Certificate. A three-year Diploma/degree in Sport Management/Administration will be an added advantage. Experience in sports environment will be an added advantage. Valid driver's licence (with the exception of persons with disabilities).

Knowledge and skills:

Must have facilitation and presentation skills. Excellent verbal communication, reading and writing skills. Project planning and report writing. Problem solving skills. Good interpersonal relationships and ability to work under pressure and computer skills.

Key performance areas:

Administer the sport and Recreation programmes. Compile and file sport and recreation management documents. Responsible for sport inventory management of Sport and recreation branch. Responsible for filing and recording of portfolio of evidence for sport and management programmes. Mobilization of the stakeholders' groupings. Ensure the gathering of information/ collect data, including community audits. Maintain records of Sport and Recreation Chief Directorate.

The Department of Sport, Arts and Culture would like to issue a notice of withdrawal of an advertisement of the vacancy indicated below, which was placed on the Departmental Circular no **05 of 2021 dated 02 September 2021 and Sunday world Newspapers dated 5 September 2021.**

The closing date for submission was **01 October 2021**

Ref No :Sac 2021/01 :Chief Director Sport and Recreation

Salary level : 14

Salary Notch :R1 251,183.00 per annum

Centre : Head Office

The Department apologies for any inconvenience this might have been caused.

Ref. No. : S4/1/1